

**CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES**  
**Monday, October 23, 2023**  
**5:00 PM**

---

**Present:** Marilyn Sessions, Chair  
Christine Klein, Member  
Matthew Hathaway, Member

**Also Present:** John Seidel, CSC Coordinator  
Melanie Baker, Service Director

---

**Call to Order**

The regular meeting of the Civil Service Commission was called to order at 5:08 pm on Monday, October 23, 2023, by Marilyn Sessions. Roll call was taken.

MOTION TO APPROVE THE MEETING MINUTES of September 18, 2023, made by Mr. Hathaway, seconded by Ms. Klein, and CARRIED by a voice vote of 3-0.

**Safety Administration**

**Police Department**

Personnel change read.

**Fire Department**

Mr. Seidel explained the City Manager had requested a Fire Chief examination to fill the position. Ms. Sessions asked how that process would begin, and Mr. Seidel said he would reach out to the two eligible Captains and create an internal post.

MOTION TO CREATE AN ELIGIBLE LIST FOR THE POSITION OF FIRE CHIEF, made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 3-0.

**Service Administration**

**Utilities**

Ms. Baker said the previous Water Reclamation Facility Chief Operator was hired in hopes he would get his Class IV and move up to Plant Manager. He was successful in obtaining his Class IV, but then took a position with another company, which opened the Chief Operator position again.

MOTION TO CREATE AN ELIGIBLE LIST FOR THE POSITION OF WATER RECLAMATION FACILITY CHIEF OPERATOR, made Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 3-0.

**Engineering**

Ms. Klein asked what the changes were to the updated Senior Engineer job description. Ms. Baker said they added three paragraphs to describe the three specialties (water, sanitary/storm, and traffic) that a Senior Engineer could specialize in. She added, each Engineer specializes in one field, but they are all

specializes in water, but since the Engineer would have to learn Kent's system any qualified Engineer could be trained in water.

Ms. Sessions asked if the remaining Engineers were qualified for water projects, which Ms. Baker explained that the Engineers overlap and can assist on different projects, and our Engineer Technician has worked on projects with all three Engineers, so he is able to help as well.

MOTION TO APPROVE THE UPDATED JOB DESCRIPTION FOR SENIOR ENGINEER WITH EXCEPTIONAL APPOINTMENT, made Ms. Klein, seconded by Mr. Hathaway, and CARRIED by a voice vote of 3-0.

MOTION TO CREATE AN ELIGIBLE LIST FOR THE POSITION OF SENIOR ENGINEER WITH EXCEPTIONAL APPOINTMENT, made Mr. Hathaway, seconded by Ms. Klein, and CARRIED by a voice vote of 3-0.

### **Civil Service**

Ms. Sessions brought up the idea of expanding the search for Chief beyond the City of Kent. She said according to City Manager Dave Ruller, Kent was the only city who did not evaluate external candidates.

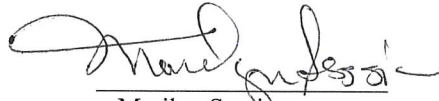
It was agreed that the discussion would be tabled until a future meeting when expanding the search for a Chief would be formally requested and discussed.

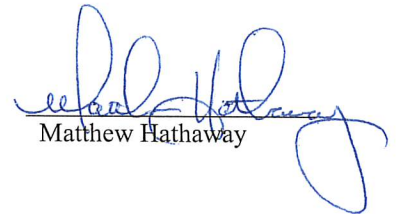
### **Adjournment**

MOTION TO ADJOURN THE MEETING AT 5:20 PM made by Ms. Sessions, seconded by Mr. Hathaway, and CARRIED by a voice vote of 3-0.

Minutes approved: ✓

\_\_\_\_\_  
Christine Klein

  
\_\_\_\_\_  
Marilyn Sessions

  
\_\_\_\_\_  
Matthew Hathaway